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BASIC TRAINING SCHOOL SCHEDULE

PAGE	COURSE TITLE	JAN	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
B-1	INDUCTION COURSE	ENTRANCE-ON-DUTY PROCESSING							
B-2	NATIONAL INTELLIGENCE ORIENTATION	1/4				3/6			
B-3	BASIC ORIENTATION	7 DDP DDA 25	7 DDI DDA 25	4 DDP DDA 22	2 DDI DDA 20	6 DDP DDA 24	5 DDI DDA 22		
B-4	ADMINISTRATIVE PROCEDURES	31 11		4 15		6 17			
B-5	OPERATIONS SUPPORT		28 25		25 20		27 22		
B-6	HUMAN RESOURCES PROGRAM	SCHEDULED UPON REQUEST							
B-7	BASIC SUPERVISION		14 28	21 1	18 29	16 27	20 1		
B-8	BASIC MANAGEMENT	31 11	7 18	4 15	2 13	6 17			
B-9	CLERICAL INDUCTION	ENTRANCE-ON-DUTY PROCESSING							
B-10	CLERICAL ORIENTATION	ENTRANCE-ON-DUTY PROCESSING							
B-11	CLERICAL RE-ORIENTATION	SCHEDULED UPON REQUEST							
B-12	GRAMMAR REVIEW		7 25			2 20	27 15		
	PUNCTUATION & CAPITALIZATION	7 25		4 22		31 17	25 12		
B-13	SHORTHAND THEORY REVIEW	SCHEDULED UPON REQUEST							
	INTRODUCTORY SHORTHAND DICTATION	SCHEDULED UPON REQUEST							
	INTERMEDIATE SHORTHAND DICTATION	SCHEDULED UPON REQUEST							
	ADVANCED SHORTHAND DICTATION	SCHEDULED UPON REQUEST							
B-14	NON-CLERICAL BASIC TYPING	SCHEDULED UPON REQUEST							
	TYPING TECHNIQUES REVIEW	SCHEDULED UPON REQUEST							
	ADVANCED TYPING	SCHEDULED UPON REQUEST							
B-15	INSTRUCTIONAL TECHNIQUES			28 1		23 27		25 29	

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PAGE	COURSE TITLE	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
I-1	INTELLIGENCE PRINCIPLES & METHODS			28	22			25
I-2	WORLD COMMUNISM		28	4	22	16	3	27
I-3	INTELLIGENCE REFRESHER		18				15	
I-4	SCIENTIFIC INTELLIGENCE							
I-5	INTELLIGENCE BRIEFING		28	11	2	13		
I-6	INTELLIGENCE WRITING			14		20		22
I-7	READING IMPROVEMENT		14	26		16		20
I-8	ADVANCED READING IMPROVEMENT		28		15	25	10	1
I-9	READING IMPROVEMENT FRENCH			7		2	27	
		7					6	29

SCHEDULE TO BE ANNOUNCED

L-1, L-59 LANGUAGE & AREA TRAINING - INTERNAL	FOR SCHEDULES CONTACT THE LANGUAGE & EXTERNAL TRAINING SCHOOL
E-1, E-22 EXTERNAL TRAINING	FOR SCHEDULES CONTACT THE LANGUAGE & EXTERNAL TRAINING SCHOOL

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TR GC 100-1
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CHART NO. 2